

# State of New Hampshire



WATER DIVISION  
WASTEWATER ENGINEERING BUREAU  
29 HAZEN DRIVE  
CONCORD, NEW HAMPSHIRE 03301  
(603) 271-3908



## PERMIT-BY-NOTIFICATION FORM SEPTAGE HOLDING TANK

in accordance with Env-Wq 1606

Please read the instructions and Env-Wq 1600 rules before proceeding to complete this form. For additional assistance contact the New Hampshire Department of Environmental Services (DES) Residuals Management Section at (603) 271-7888 or the above noted mailing address or TDD Access: Relay NH 1-800-735-2964.

Note: All references on this form beginning with "Env-Wq" are citations from the New Hampshire Code of Administrative Rules, Env-Wq 1600, Septage Management (Rules). To obtain a copy of the Rules, contact the DES Public Information Center at either (603) 271-2975 or the above noted TDD Access. The Rules are also available on the Internet at [http://www.des.nh.gov/rules/desadmin\\_list.htm#waterq](http://www.des.nh.gov/rules/desadmin_list.htm#waterq)

### 1. Applicant Information:

Name of Applicant: \_\_\_\_\_  
Address of Applicant: \_\_\_\_\_

\_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone #: ( ) \_\_\_\_\_ E-mail address: \_\_\_\_\_

### 2. Applicant Business:

Name of Business: \_\_\_\_\_

Business Address: \_\_\_\_\_

\_\_\_\_\_ Zip: \_\_\_\_\_

Business Phone # : ( ) \_\_\_\_\_ Business FAX # : ( ) \_\_\_\_\_

E-mail address: \_\_\_\_\_

Septage Hauler Permit Number(s) \_\_\_\_\_

### 3. 24 Hour Emergency Contact:

Name of Contact: \_\_\_\_\_

Address of Contact: \_\_\_\_\_

\_\_\_\_\_ Zip: \_\_\_\_\_

Day Phone # : ( ) \_\_\_\_\_ Evening Phone # : ( ) \_\_\_\_\_

### 4. Septage Holding Tank Information:

Street Address & Municipality: \_\_\_\_\_

Tax Map: \_\_\_\_\_ Lot Number: \_\_\_\_\_

Deed Reference: \_\_\_\_\_  
County Book & Page

### 5. Owner Information:

Name of Owner: \_\_\_\_\_

Address of Owner: \_\_\_\_\_

\_\_\_\_\_ Zip: \_\_\_\_\_

Phone # : ( ) \_\_\_\_\_

### 6. Tank Information:

Tank Capacity (gallons): \_\_\_\_\_ Year of Tank Construction: \_\_\_\_\_

**ATTACH THE FOLLOWING:** (in accordance with Env-Wq 1606.02)

- 1) A locus map which identifies the proposed holding tank location;
- 2) Identification of all access roads and access control measures.
- 3) Identification of all roads, boundary lines, structures within 100 feet of the holding tank location, structures on the property, any easements or rights-of-way which exist on the property, and the buffer zones as specified in Env-Wq 1606.12(d)
- 4) Identification of surrounding land use within 200 feet of the property on which the holding tank is proposed to be located.
- 5) Septage holding tank specifications.
- 6) Septage holding tank design details of tank and piping.
- 7) Spill Prevention Control and Countermeasure Plan.

**Municipal And Abutter Notification.**

Provide proof of notification as required by Env-Wq 1604.01.

**Permit By Notification Fee For A Septage Holding Tank.**

- (a) A nonrefundable application fee in the amount of two hundred dollars (**\$200**) shall accompany each application for issuance or renewal of a permit-by-notification for a septage holding tank.
- (b) The fee shall be paid at the time of filing of the permit-by-notification application, and made payable to **“Treasurer, State of NH”**.

**CERTIFICATIONS:**

The applicant(s) must sign the following statement prior to submitting this application. All copies of the application filed with DES must bear the applicant's ORIGINAL signature(s). If the applicant is not an individual, the application shall be signed by an individual duly authorized by the applicant.

I hereby certify:

- If the applicant is other than the property owner, the property owner has given permission to the applicant to file the application and to enter upon the property for purposes of site investigation and operation of the site in the event that the department issues the permit;
- All applicable requirements of these rules have been met;
- All other state permits, which are necessary for the operation of the site, have been applied for;
- Management of septage at the site in accordance with the application does not violate any statutes or rules administered by the department;
- The applicant has paid all fees and administrative, civil, or criminal penalties owed to the department;
- The proposed holding tank will not adversely affect threatened or endangered species, classified groundwater protection areas, or any river or segment designated under RSA 483;
- I have read and understand, and shall comply with all applicable requirements for the siting, design, construction, and operation of the proposed septage holding tank(s) as identified in Env-Wq 1606;
- If a permitted hauler, I meet all the requirements under Env-Wq 1605;
- I certify that upon issuance of the permit, I assume complete responsibility for training any operator(s) in the operation of the septage holding tank;
- I certify that all operators have been instructed on the requirements of Env-Wq 1600 or shall be instructed prior to working at the holding tank;
- To the best of my knowledge, the data and information that I have submitted to obtain a permit-by-notification is true and correct. I understand that a permit based on false or inaccurate data is subject to revocation. I have complied with all local regulations or ordinances relative to the potential health, welfare, or environmental impacts involved in the holding of septage;
- I understand that any approval granted by DES based on false and/or incomplete information shall be subject to revocation or suspension, and that administrative, civil or criminal penalties may also apply;
- This application is submitted in a complete and accurate form as provided by DES without alteration of the text;
- I have not been convicted on a criminal misdemeanor charge under any statute implemented by the Department of Environmental Services within the 5 years prior to the date of application or on a criminal felony charge under any statute implemented by the Department within the 10 years prior to the date of application.

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Applicant Name (Print Clearly or Type)

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Co-Applicant Name (Print Clearly or Type)

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Applicant Signature

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Co-Applicant Signature

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Date

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Date

**IF THE APPLICANT IS NOT THE PROPERTY OWNER, THE OWNER MUST SIGN AND HAVE NOTARIZED THE FOLLOWING STATEMENT:**

I, \_\_\_\_\_ (PRINT NAME), as landowner, am aware that a Permit-By-Notification is being filed and have given permission to

\_\_\_\_\_ (PRINT NAME) to file the Permit-By-Notification, install the septage holding tank(s) and to enter upon the land for purposes of site investigation and operation of the holding tank(s).

\_\_\_\_\_  
Owner Name (Print Clearly or Type)

\_\_\_\_\_  
Owner Signature

On the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
appeared before me and subscribed to this certification under oath.

Notary Public \_\_\_\_\_

My Commission Expires: \_\_\_\_\_



## **INSTRUCTIONS**

All requested information must be provided as indicated on the attached form. Do **NOT** skip any question, unless instructed to do so. Do **NOT** mark any question "not applicable." If you need more space than available on the form to answer a particular question, attach additional pages as necessary; mark each page clearly to show both the applicant name and the question being answered; and indicate on the form that the additional pages are attached. However, do **NOT** alter the form in any other way. Mail **TWO** copies of the completed form, **EACH bearing ORIGINAL signatures**, and **TWO** copies of all supporting information to the following address:

Residuals Management Section  
Wastewater Engineering Bureau  
NH Department of Environmental Services  
P.O. Box 95  
Concord, NH 03302-0095

A nonrefundable application fee in the amount of two hundred dollars (**\$200**) shall accompany each application for issuance or renewal of a permit-by-notification for a septage holding tank. The fee shall be paid at the time of filing of the permit-by-notification application, and made payable to "**Treasurer, State of NH**".

Following receipt of an application for a permit-by-notification, DES will determine whether all required information has been provided. If additional information is required, DES will provide written notice to the applicant. **A permit-by-notification will be issued only after DES receives all required information.** A copy of the permit-by-notification will also be sent to the host municipality for their information and use.

### **CRITERIA FOR USE OF SEPTAGE HOLDING TANKS** (in accordance with Env-Wq 1606.01)

A septage holding tank shall only be used by one hauler as temporary storage for septage:

- (a) When access to a permitted site, facility, or wastewater treatment facility is not immediately available and:
  - (1) The septage hauling vehicle is needed to service a client of the hauler;
  - (2) To accumulate septage to be land applied; or
  - (3) For pH adjustment of septage prior to land application;
- (b) When the holding tank is to be owned and used only by the holder of the permit-by-notification for the tank;
- (c) **The aggregate amount to be stored in the tanks shall not exceed 20,000 gallons.**

### **Expiration of a Permit by Notification Permit**

A permit-by-notification issued pursuant to Env-Wq 1606.05 for a septage holding tank shall expire ten (10) years from the date of issuance.

### **Posting of a Permit by Notification Permit**

Post one photocopy of the completed permit-by-notification in a prominent location at the septage holding tank site.